

**GA DHS Schedule of Public Hearing Opportunities
for the 2009-2010
CSBG American Recover and Reinvestment Act Fund Plan**

Public Hearing:

- Monday, July 27, 2009 from 9 a.m. to 5 p.m. in the offices of the Department of Human Services, 21st floor Conference Rm #21.120, 2 Peachtree St. NW, Atlanta, Ga. 30303.

Information will also be posted on the DHS website to make the plan available for review and written comment for 30 days after the hearing.

(CSBG ARRA State Plan follows)

STATE OF GEORGIA
THE AMERICAN RECOVERY AND REINVESTMENT ACT
(RECOVERY ACT)
Community Services Block Grant (CSBG)
State Plan
Federal Fiscal Years 2009-2010

Georgia Department of Human Resources
Division of Family and Children Services
Community Based Programs Unit
Two Peachtree Street NW
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I. Federal Fiscal Year

The State of Georgia is submitting this State Plan to cover the Federal Fiscal Years for 2009-2010 for American Recovery and Reinvestment Act of 2009 Community Services Block Grant.

The required application form is included in this section.

II. Letter of Transmittal

III. Executive Summary

A. CSBG State Legislation

The Official Code of Georgia Annotated, 49-8-1 et seq. (O.C.G.A.) also known as “The Economic Rehabilitation Act of 1975” provides the statutory authority for the Community Services Block Grant Program.

B. Designation of Lead State Agency to Administer the CSBG Program

The Official Code of Georgia Annotated, 49-8-4 (O.C.G.A.) also known as “The Economic Rehabilitation Act of 1975” designates the following:

- The Department of Human Resources (DHR) as the lead state agency for administration of the Community Services Block Grant.
- The Administrator of the Department of Human Resources is Commissioner B. J. Walker.

C. Public Inspection Requirements

The American Recovery and Reinvestment Act (Recovery Act) Community Services Block Grant (CSBG) State Plan will be made available for public inspection within the state in such a manner as will facilitate review of, and comment on, the plan as required by Section 676(e) of the CSBG Act.

The plan will be posted on the Department of Human Resources website for thirty days for any interested party to review. Copies of the plan will be disseminated for review to the twenty-four CSBG eligible entities.

IV. Statement of Federal and CSBG Assurances

A. “As part of the plan required by Section 676 of the Community Services Block Grant Act, as amended, (The Act), the designee of the chief executive of the State hereby agrees to the Assurances in Section 676 of the Act, unless otherwise stated in the American Reinvestment and Recovery Act (“Recovery Act”) of 2009.

B. The State further agrees to the following as required under the Recovery Act:

(1) To submit a plan to the Secretary containing information and provisions that describe the programs for which assistance is sought under the Community Services Block Grant program prepared in accordance with and containing the information described in the Recovery Act.

(2) To distribute not less than 99 percent of the Recovery Act allocations made available to the State by the secretary to make grants to “eligible entities” as defined by Section 673(1) of the CSBG Act for the stated purpose of the Recovery Act.

(3) To make such funds available to eligible for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding carryover of unobligated funds as state in the Appropriations Act. (H.R> 3061)

(4) To spend no more than 1 percent to the State allotment received under the Recovery Act for benefits enrollment coordination activities relating to the identification and enrollment of eligible individuals and families in Federal, State, and local benefit programs.

(5) To fulfill supplemental reporting requirements for CSBG Recovery Act Funds.

(6) To provide information describing how the State will carry out activities and services supported by Recovery Act funds.

A. Programmatic Assurances

(1) Funds made available through this grant or allotment will be used:

(a) To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families to enable the families and individuals to:

- (i) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
 - (ii) secure and retain meaningful employment;
 - (iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
 - (iv) make better use of available income;
 - (v) obtain and maintain adequate housing and a suitable living environment;
 - (vi) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
 - (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;
- (b) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth

development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and

(c) To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts). ['676(b)(1)]

(2) To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in Section 675C(b) of the Act in accordance with the community services block grant program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant program; ['676(b)(2)]

(3) To provide information provided by eligible entities in the State, including:

(a) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675C(a) of the Act, targeted to low-income individuals and families in communities within the State;

(b) a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;

(c) a description of how funds made available through grants made under Section 675(a) will be coordinated with other public and private resources; and,

(d) a description of how local entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the community services block grant, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. ['676(b)(3)]

(4) To ensure that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services,

nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.['676(b)(4)]

(5) That the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and State and the eligible entities will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998; ['676(b)(5)]

(6) To ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such communities.['676(b)(6)]

(7) To permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act. ['676(b)(7)]

(8) That any eligible entity in the State that received funding in the previous fiscal year through a community services block grant under the community services block grant program will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b) of the Act.['676(b)(8)]

(9) That the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations. ['676(b)(9)]

(10) To require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious

organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation. ['676(b)(10)]

(11) To secure from each eligible entity in the State, as a condition to receipt of funding, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State Plan) that includes a community- needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs; ['676(b)(11)]

(12) That the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act ['676(b)(12)]

(13) To provide information describing how the State will carry out these assurances. ['676(b)(13)]

B .Administrative Assurances

The State further agrees to the following, as required under the Act and the Recovery Act of 2009:

(1) To submit an application to the Secretary containing information and provisions that describes the programs for which assistance is sought under the community services block grant program prepared in accordance with and containing the information described in Section 676 of the Act. ['675A (b)]

(2) To use not less than 99 percent of the Recovery Act allocation funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the community services block grant program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of un-obligated funds outlined below. ['675C(a)(1) and (2)]

(3) In the event that the State elects to recapture and redistribute funds to an eligible entity through a grant made under Section 675C(a)(1) when un-obligated funds exceed 20 percent of the amount so distributed to such eligible entity for such fiscal year, the State agrees to redistribute recaptured funds to an eligible entity, or require the original recipient of the funds to redistribute the funds to a private, nonprofit organization, located within the community served by the original recipient of the funds, for activities consistent with the purposes of the community services block grant program. [675C (a)(3)] The authorization allows for the obligation of Recovery Act Funds in FFYs 2009 and 2010, the fiscal year funds are made available and the subsequent fiscal year. States have until September 30, 2010 to obligate the additional funds. Normal liquidation requirements under the program would apply.

(4) To spend the remaining 1 percent of its grant received under the Recovery Act for benefit enrollment coordination activities. Federal Training, technical assistance, planning, evaluation investigations assistance to States in carrying out corrective action, monitoring, reporting and data collection, and development of performance measurement systems are supported by regularly appropriated CSBG funds.[675C (b)(2)]

(5) In states with a charity tax credit in effect under state law, the State agrees to comply with the requirements and limitations specified in Section 675(c) regarding use of funds for statewide activities to provide charity tax credits to qualified charities whose predominant activity is the provision of direct services within the United States to individuals and families whose annual incomes generally do not exceed 185 percent of the poverty line in order to prevent or alleviate poverty among such individuals and families. [675(c)]

(6) That the lead agency will hold at least one hearing in the state with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or 675B for the period covered by the State Plan. [676(a)(2)(B)]

- (7) That the chief executive officer of the State will designate, an appropriate State agency for purposes of carrying out State community services block grant program activities. ['676(a)(1)]
- (8) To hold at least one legislative hearing every three years in conjunction with the development of the State Plan.['676(a)(3)]
- (9) To make available for the public inspection each plan or revised State Plan in such a manner as will facilitate review of and comment on the plan. ['676(e)(2)]
- (10) To conduct the following reviews of eligible entities:
- (a) full onsite review of each such entity at least once during each three-year period;
 - (b) an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program;
 - (c) follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State;
 - (d) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the community services block grant program) terminated for cause. ['678B (a)] In accordance with the increased accountability and transparency requirement of the Recovery Act for eligible entities, the State will conduct multiple reviews during the Recovery Act two-year time period.
- (11) In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State Plan, to provide services under the community services block grant program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined in Section 678C of the Act, to:
- (a) inform the entity of the deficiency to be corrected;
 - (b) require the entity to correct the deficiency;
 - (c) offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating

the reasons for determining that training and technical assistance are not appropriate;

(d) at the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plans and to either approves the proposed plan or specifies reasons why the proposed plan cannot be approved;

(e) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the entity corrects the deficiency.

['678(C)(a)]

(12) To establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.

(13) To repay to the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the community services block grant program. ['678D(a)(3)]

(14) To participate, by October 1, 2001, and ensure that all-eligible entities in the State participate in the Results-Oriented Management and Accountability (ROMA) System ['678E(a)(1)].

(15) To prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under '678E(a)(2) of the Act.

(16) To comply with the prohibition against use of community services block grant funds for the for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Act.

(17) To ensure that programs assisted by community services block grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or

prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. ['678F(b)]

(18) To ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with community services block grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. ['678F(c)]

(19) To consider religious organizations on the same basis as other non-governmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution; not to discriminate against an organization that provides assistance under, or applies to provide assistance under the community services block grant program on the basis that the organization has a religious character; and not to require a religious organization to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the community services block grant program. ['679]

a. Other Administrative Certifications

The State also certifies the following:

- (1) To provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122) shall apply to a recipient of community services block grant program funds.
- (2) To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a

Federal grant, contract, loan or loan guarantee. The State further agrees that it will require the language of this certification be included in any sub-awards, which contain provisions for children's services and that all sub grantees shall certify accordingly.

Signature Administrator/Director of Designated Lead Agency

Date

V. Narrative State Plan

A. Administrative Structure

(1) State Administrative Agency

The Chief Executive of the State of Georgia has assigned administration of the Community Services Block Grant Program to the Department of Human Resources (DHR).

Refer to Appendix A for a full description of the Department's organization. The Commissioner of DHR has delegated responsibility for the program to the Division of Family and Children Services (DFCS). Refer to Appendix A for a description of the Division's organization. Within the Division, the Community Based Programs Unit (CBPU) has the responsibility for operation of the program. Refer to Appendix A for an organizational chart of the Community Based Programs Unit.

a. The mission of the Department as well as the Division and Section is as follows:

To strengthen Georgia's families – supporting their self-sufficiency and helping them protect their vulnerable children and adults by being a resource to their families, not a substitute

b. The goals and objectives of the lead agency are as follows:

Working/Self-Sufficient Customers:

Increase the number of DHR families achieving self-sufficiency through work or work related activity.

Home/Community-Based Services:

Increase the supply and use of home and community-based human services.

Technology Access:

Increase customer and staff access to information that improves productivity.

Employee Engagement:

Improve DHR employee engagement with customers.

Prevention:

Increase the number of Georgia citizens engaging in healthy, pro-social behavior.

(2) Eligible Entities

Refer to Appendix B for a list of the Eligible entities as well as the geographic areas covered.

(3) Planned Distribution of Current Year

CSBG funds allocated to the State of Georgia are allocated based on a documented repeatable formula.

B. Description of Criteria and Distribution Formula

CSBG funds are distributed to all 24 eligible entities base on the formula adopted by the Department of Human Resources and a committee of representatives of CSBG eligible entities.

The formula is as follows:

- 65% of the grant award is the base allocation allotted to each eligible entity
- 35% multiplied by the individual/family poverty rate of the service area.
- Eligible entities that have funds remaining for Fiscal Year 2009 may request to carry-over funds to September 30, 2010. Eligible entities must submit a program plan showing how they intend to expend the funds and the state must approve and amend the current fiscal year contract to allow the entity to utilize the funds.
- Carryover funds are distributed back to the agency providing that the carryover amount does not exceed 20% of the allocation.

C. Description of Distribution and Use of Restricted Funds

The State of Georgia distributes funds according to the requirements in Section 675C(a).

Eligible Entities will submit a Detailed Project Application Plan (PAP) at least yearly to document how ARRA CSBG funds are to be spent. Each plan must show outcomes and methods of

measurement. ARRA funds will not be comingled with funds appropriated under regular CSBG appropriations.

Each program is linked to a Results Oriented Management and Accountability goal.

Since FY2000, the State has not recaptured nor redistributed funds. The state has in place a plan to recapture/redistribute funds in the event it is necessary to do so.

D. State Community Services Program Implementation

(1) Program Overview

(a) The Service Delivery System of Benefit Enrollment Coordination Activities

Service delivery of benefit enrollment coordination activities will minimize service duplication, identify and fill service gaps and maximize client participation in accessing programs to achieve self-sufficiency.

Benefit enrollment coordination activities will be designed to educate the public on the eligibility requirements of the various benefits programs, simplify the process of identifying and enrolling individuals and families eligible for benefit programs, direct individuals and families to the most appropriate programs, account for individuals and families whose initial contact is through eligible entities or other non-State agencies and avoid losing individuals and families before, during and after the referral process.

Georgia will provide an enhanced monitoring function for both ARRA funds and regular CSBG funds. This function will be lead by the DHR Audits section and will involve more frequent inspections and a focus on internal controls of program expenditures.

(b) Description of Recovery Act Projects

Economic Status

There were 341,328 Georgians served by eligible entities in 2008. Over 706,000 Georgians are at or near poverty according to the 2008 US Census Bureau figures. Initial unemployment claims in Georgia have risen 126.3% over the previous year. Georgia ranked eighth in foreclosures in 2008 and is now fifth in the nation in the first 3 months of 2009. Georgia had 5.45 bankruptcies per 1,000 population in 2008.

This sampling of data shows that the need for CSBG services in every service delivery area is apparent. Eligible entities have neighborhood service centers in each of Georgia's 159 counties and are an established presence in local communities statewide.

Coordination of Selected Services Statewide

There are 24 entities in Georgia that will address two major areas of focus: Employment and Job Creation and Housing Services (Homeless intervention prevention; foreclosure prevention, mortgage payments). Services in support of these two major initiatives will be determined by local needs assessments conducted by the agencies. Community Action Agencies have over a 40 year history of offering services, coordination with other programs they operation, such as LIHEAP, Weatherization, Emergency Services, Head Start, housing, and transportation. They will be more efficient and helping ensure non-duplication of services. Local Community Action Agencies and the Department of Human Resources will work collaboratively and cooperatively with other organizations and agencies such as the Department of Community Affairs, Department of Labor, Workforce Development Boards and Georgia Environmental Facilities Authority Georgia Department of Technical Adult Education, Department of Community Affairs, other state agencies, local non-profit entities, and faith-based organizations to minimize benefit duplication and maximize benefit coordination and the

impact of dollars spent. Where possible and when feasible eligible entities will also offer their services to particular eligible groups already identified by DHR such as children previously in foster care.

Every eligible entity will operate two programs and report on a standard set of 24 outcomes (See attachment C).

Homelessness prevention services will be provided by assisting eligible families with up to four months of rent and utilities with approved self-sufficiency plans monitored by the eligible entities. Rental assistance will be set up as tiered payments whereby the participant will be required to contribute an amount toward rent after the second month.

Examples of other support services may include homeownership counseling and loan assistance, counseling and advocacy about landlord/tenant relations and for housing concerns, assistance in locating affordable housing and applying for rent subsidies and other housing assistance, transitional shelter and services for the homeless, support for management of group homes and rural housing and infrastructure development.

Job Creation/Retention comprehensive services will include Life Skills Training, Budget Counseling, Job Counseling, Job Placement, establishing Banking Services, providing food and transportation vouchers. Eligible entities would ensure that participants have case plans that move the participants toward self-sufficiency. The level of service will depend on the intensity of the need.

Examples of other support services may include support for job retention, including counseling, training and supportive services such as child care and the purchase of uniforms or work clothing, on-the-job training and opportunities for work, job development including finding employers willing to recruit through the agency, facilitating interviews, creating job banks and providing counseling to employees and developing new employment opportunities in the community, vocational training for high school

students and the creating of internships and summer jobs and other specialized adult employment training.

Additional Services Offered

Eligible entities may also choose to use recovery funds to supplement any of the additional 11 programs that they are authorized to provide under the CSBG statute. If recovery funds are used for any of these programs, the entities will be required to report the associated outcomes. The 11 other programs that eligible entities may offer are: Self-Sufficiency, Economic Development, Education, Income Management, Nutrition, Health, Emergency Assistance, Energy Assistance, Youth and Family Development, Resident Participation and Linkages.

Education Services will be provided by the entities by engaging with individual customers, tailoring a plan that fits that customers needs. For example, if a customer needs a GED, the entities will work with that customer to ensure they have the resources to achieve that goal.

(c) The Service Delivery System for Recovery Act Projects

In the State of Georgia, the Community Services Block Grant (CSBG) Program is administered through a statewide network of twenty (20) non-profit agencies and four (4) county governments, designated as eligible entities. The Georgia CSBG eligible entities provide programs and services to all one hundred fifty-nine (159) counties. Assistance is provided for individuals and families having income at or below two hundred percent (200%) of the poverty income level. Refer to Appendix D for list of counties served.

Eligible entities conduct Community Needs Assessments, as required, for their service delivery areas. Plans are developed from the results of the assessments, and

program/activities are designed based on the identified local needs. Each program selected will address at least one (1) of the six (6) national goals.

Programs and activities are tailored to meet the needs of communities with emphasis on results-oriented planning. Uniformity in the results-oriented planning process is a significant goal of the State. Each contract agency will submit a plan for its service delivery areas, outlining how funds will be used, in addition to the amount designated for each program, activity or service. Programs and activities will be selected from a designated list as designed by the State Administering Agency. Refer to Appendix D for a list of programs/activities. Eligible entities also have the latitude to create other programs/activities significant to their community needs.

(d) Linkages

The State of Georgia will continue to encourage and coordinate linkages between CSBG eligible entities and other community service agencies and local governments to ensure that gaps in services are filled. Eligible entities recognize the importance of interagency planning, coordination of services, and community organization. CSBG agencies solicit volunteers, and private donations, form partnerships with the private sector as well as local governments to reduce the causes of poverty. CSBG funds continue to be used to enhance administrative functions in local CSBG Programs.

The State Administering Agency works with eligible entities to establish linkages when delivering services to victims of natural disasters. Group eligibility is used in this area. Agencies sometimes provide staff to assist in providing services and emergency relief to victims.

The State Administering Agency will continue to encourage collaboration with other agencies. One

example is coordination to ensure that families who receive Temporary Assistance to Needy Families (TANF), Social Security Income (SSI), Food Stamps, and Medicaid are automatically eligible for CSBG services.

e. Coordination with Other Public and Private Resources

Through sub-contracts and Memorandums of Understanding (MOU), eligible entities will continue to coordinate services with agencies within their service delivery areas. Eligible entities also contract with the State of Georgia to provide other programs to assist the low-income population to become self-sufficient. Community Action Agencies and County Government entities maintain a good relationship with the State Administering Agency, therefore being considered for other grants and contracts to aid in the provision of services to the low-income population.

f. Innovative Community and Neighborhood-Based Initiatives

The implementation of Results Oriented Management and Accountability (ROMA) encourages eligible entities to be creative in their approaches to helping the low-income population to become self-sufficient. The State Administering Agency, in collaboration and cooperation with the Georgia Community Action Association, will continue to work on initiatives on the State and Local levels. Through technical assistance and training, the State Administering Agency will continue to coordinate and assist in bringing agencies together in their service delivery areas, in order to provide the best services for the low-income population.

Some examples of community and neighborhood-based initiatives that eligible entities will continue to coordinate include:

- Financial Management
- Housing Programs – Foreclosure assistance
- Prescription Drug Programs
- Youth Build Program
- Community Health Initiatives
- Fatherhood Initiative
- Nurses Aide Training Program
- After School Enrichment Program

The State Administering Agency will continue to assist entities with their involvement in innovative initiatives.

(2) Community Needs Assessments

The State of Georgia, as outlined in its CSBG Program Manual, March 2009, Section II(D), requires needs assessments to be completed at least once every three years by each CSBG eligible entity. The data is to accompany Project Application Plans submitted to the State. The assessment summary should outline current needs, new or projected needs, and it should encompass those needs that shall remain unmet.

Refer to Appendix E for Georgia's CSBG Needs Assessment process.

3) Tripartite Boards:

The State of Georgia meets the requirement that the CSBG grant be administered through a tripartite board or another mechanism specified by the State whose members are chosen in accordance with democratic selection procedures to assure that not fewer than 1/3 of its members are representative of low-income individuals and families in the neighborhood served; reside in the neighborhood served; and are able to participate actively in the development, planning, implementation, and evaluation of the program to serve low-income communities by the following:

- Each eligible entity must submit a board roster annually showing the name, address, phone, service term, demographics and membership category of each board member and vacancy

- Each eligible entity's board minutes, attendance rosters and board membership are reviewed during an on-site visit. Agency boards who fail to meet the tripartite requirement are required to submit a corrective action plan to recruit appropriate members.
- County Governments receiving CSBG funds are required to establish an advisory committee, or a mechanism to assure representation of low-income individuals through an advisory committee composed of at least one-third individuals chosen through a democratic selection procedure and are representative of low-income persons and live in the neighborhood served and are able to participate actively in the development, planning, implementation and evaluation of CSBG programs.
- Eligible entities are required to establish a procedure for low-income individuals, community organizations, and religious organizations to petition for adequate representation on the board or other mechanism (if a public organization) if such individual or organization considers itself to be inadequately resented.
- Community Action Agencies and County Governments receiving CSBG funds are required to maintain a complete listing of their Board Members/Advisory Committee, inclusive of names, addresses, telephone numbers Board position, service terms, and membership categories.

(4) State Charity Tax

The State of Georgia does not have a Charity Tax Credit program under State Law.

VI. Programmatic Assurances

(a) Assurance '676(b) (1)

(1) The State of Georgia requires all agencies to submit program application plans as a part of their requests for funding. The Project Application Plan (PAP) includes all

services and programs that use CSBG funding. The programs and services are linked to these assurances.

(2) The State of Georgia reviews all PAPS to ensure that youth development remains a service of eligible entities. Special Initiatives such as Youth Build have been and will continue to be supported by providing discretionary funding when available as well as monitoring for youth programs. The IS survey youth data is also reviewed and discussed with the eligible entities to ensure that programs also target youth development and correctly report the data.

(3) The State of Georgia encourages, coordinates and facilitates memorandums of understanding with state and local Departments of Family and Children Services who administer welfare reform. Most Community Action agencies have one or more MOUs for employment services such job readiness classes and counseling, job placement, etc.

(b) Assurance 676(b)(4)

Each eligible entity provides services that will meet the requirements of this assurance. Program application plans submitted by the eligible entities outline how these programs operate in their service delivery area.

(c) Assurance 676(b)(5)

The State of Georgia will continue to encourage and coordinate and facilitate linkages between CSBG eligible entities and other community service agencies and local governments to ensure the effective delivery of services. Eligible entities recognize the importance of interagency planning, coordination of services, and community organization. CSBG agencies solicit volunteers, and private donations, form partnerships with the private sector as well as local governments to reduce the causes of poverty.

Some examples include the Memorandums of Understanding with county Departments of Family and Children services to ensure low-income individuals receive integrated services to become self-sufficient.

These include job-training programs, diversion services to needy families, and food distribution programs to assist with food security.

Another example is the partnership between the DHR Food and Nutrition team and some Community Action Agencies to expand Food Stamp program outreach activities. The plan is for the Community Action Agencies to host computers that will allow low-income people to apply “online” for Food Stamp benefits.

Additionally, all eligible entities participate on local Workforce Investment Boards.

(d) Assurance 676(b)(6)

CSBG eligible entities also operate emergency energy crisis intervention programs under Title XXVI. The State Energy program operates within the Community Services Section along with the CSBG program.

(e) Assurance 676(b)(5)

The State of Georgia will facilitate and coordinate programs and form partnerships between CSBG eligible entities, other community service agencies, state and local governments to ensure the effective delivery of services. The partnerships and contracts described previously demonstrate the state’s commitment to meeting this assurance.

E. Fiscal Controls and Monitoring

(1) State Program Monitoring:

Georgia policy requires that CSBG eligible entities be monitored to ensure compliance with CSBG program requirements. When a service provider is found to be out of contractual compliance, the Community Based Programs Unit will initiate remedial action. Georgia will provide an enhanced monitoring function for both ARRA funds and regular CSBG funds. This function will be lead

by the DHR Audits section and will involve more frequent inspections and a focus on internal controls of program expenditures.

(a)The federal government requires that CSBG programs be monitored nationally at least once every three (3) years. In the State of Georgia, CSBG programs will be monitored no less than every 3 years and as frequent as needed to provide the following:

- Consultation on programmatic issues
- Technical assistance, as needed
- Training, as requested
- Board meeting attendance
- Other reviews as appropriate or requested

DHR staff will arrange visits with the Executive Director or the CSBG Program Director. A letter of confirmation will be mailed to the Executive Director. The letter provides the dates of the visit, including the areas that will be monitored and documents that should be made available. The self evaluation monitoring tool will also be mailed with the letter.

An entrance conference will be held upon arrival at the administrative office. At a minimum, those present should include: the Executive Director, Fiscal Officer and CSBG Program Director and any other persons deemed necessary by the Executive Director.

The purpose of the entrance conference is to review the procedures of the visit. It is also an opportunity to address any concerns or suggestions. DHR staff will review the self-evaluation/monitoring tool with the agency staff and make notations as appropriate. The agency staff and Georgia DHR staff will sign the document.

An exit conference will be held at the end of the administrative review, giving a report of any findings at the administrative office.

A follow up teleconference may be held with the Executive Director or his/her designee to discuss any major findings at the neighborhood service centers.

A written report of the monitoring visit will be mailed to the Board Chair with a copy to the Executive Director, within 30 calendar days.

This report will outline any findings, observations, and/or commendations. For the purpose of the monitoring report findings, observations, and commendations are defined as:

- Finding: A programmatic deficiency requiring a corrective action (i.e., Board composition does not comply with the required compilation – the low-income population is under-represented).
- Observation: Noteworthy of mentioning, however, not considered a deficiency (i.e., Notification of the Fair Hearing process was posted on the bulletin board, however, it was not visible because it was covered by another notice).
- Commendation: service or procedures that are above the ordinary.

(b) DHR staff will conduct an onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the community services block grant program

(c) DHR staff will perform follow-up reviews including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State.

Corrective action are requested by the monitoring team and addressed in the monitoring report. The service provider will be given 30 calendar days from the date of

the monitoring report to inform the State of the plan for addressing the findings.

Implementation of the corrective action plan must begin within 10 days after acceptance of plan by the State.

Corrective action plans must include the following:

- Action to be taken to address the finding
- Individual responsible for addressing the finding
- Timelines for completion.

Plans will be monitored for compliance with timelines and activities

Service Providers may request reconsideration if there is documentation that would change and/or nullify the required corrective action. Such requests for reconsideration must be submitted in writing within 15 days of the receipt of the monitoring report.

If the plan for corrective action as approved is not carried out, the State may withhold payments until such plan, as approved, has been implemented.

(d) DHR staff perform other reviews as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than assistance provided under the community services block grant program) terminated for cause

(e) DHR requires an independent audit be completed for each eligible entity annually. The latest audits completed for each entity are for FFY2007. FFY2008 are in progress; most eligible entities have submitted required documentation.

See Appendix F for list of most recent CBPU on-site visits to eligible entities and period covered.

(2) Corrective Action, Termination and Reduction of Funding

State staff will issue the request for a corrective action in the exit interview and the monitoring report. The service provider will be given 30 calendar days to inform the State of the plan for addressing the findings. Implementation of the corrective action plan must begin within ten business days after acceptance of plan by the State.

Corrective action plans must include the following:

- a. Action to be taken to address the finding
- b. Individual responsible for addressing the finding
- c. Timelines for completion.

Plans will be monitored for compliance with timelines and activities.

Service Providers may request reconsideration if there is documentation that would change and/or nullify the required corrective action. Such requests for reconsideration must be submitted in writing within fifteen (15) business days from the date of the finding report to the agency.

If the plan for corrective action as approved is not carried out, the State may withhold payments until such plan, as approved, has been implemented. These actions are reviewed and approved by Departmental management before withholding is implemented.

Failure to comply with The American Recovery and Reinvestment Act (Recovery Act) CSBG State Plan or corrective actions may result in reduction or termination of funding. The state will work closely with the agency to assist in meeting the requirements. However, if the agency will not comply, the issues will be escalated to State management as well as the Office of Community Services. Procedures to reduce or terminate funding will be initiated according to state and federal policies.

In addition, Title 50, Chapter 20, Sections 4 and 6 of the Official Code of Georgia Annotated states that failure to comply with these audit requirements could be cause for DHR to suspend payments, to terminate a contract, to require a refund of all monies received under a contract and to prohibit the contractor from receiving funds from any state organization for a period of twelve (12) months.

(3) Tracking

Section 1512 of Recovery Act

A. Fiscal Controls, Audits, and Withholding:

The State of Georgia requires independent audits for eligible entities receiving the Community Services Block

Grant. Additionally, there are processes for corrective action for those entities that are not in compliance with audit requirements. Contractors that expend \$300,000 or more in Federal funds during their fiscal year must have a single entity-wide audit conducted for that year in accordance with the provisions of the Single Audit Act Amendments of 1996 (Public Law 104-156) and their implementing regulation, OMB Circular A-133 entitled, "Audits of States, Local Governments, and Nonprofit Organizations." The audit-reporting package must include the documents listed in Procedure 1244 of the DHR Directives Information System.

Title 50, Chapter 20, Sections 4 and 6 of the Official Code of Georgia Annotated state that failure to comply with these audit requirements could be cause for DHR to suspend payments, to terminate a contract, to require a refund of all monies received under a contract and to prohibit the contractor from receiving funds from any state organization for a period of twelve (12) months.

Georgia DHR staff are also responsible for fiscal reviews and control procedures. Eligible entities are required to submit monthly financial reports, which detail by budget cost category the CSBG expenditures, as well as local funds. Expenditure reports are reviewed and approved by the DHR staff prior to being sent to the Division's budget office for approval and to the Office of Financial Services for payment. Both the budget office and financial services use software to track expenditures and all other contractual transactions.

CSBG grantees are monitored during on-site visits for consistency with approved budget, noting any unusual patterns in spending. Grantees are also monitored for contractual compliance, fiscal procedures, and to confirm the accuracy of expenditure reports.

- (a) Georgia DHR will permit and cooperate with Federal investigations undertaken in accordance with section 678D of the Act. State staff will meet with federal investigators and

facilitate meetings with eligible entities and other state officials as requested.

(b). The assurance Section 676(b) (8): GA will not terminate or reduce the funding of an eligible entity below the proportional share of the funding received in the previous year unless after giving notice and an opportunity for hearing, the State determines that cause exists for such termination as such reduction subject to review by the Secretary as provided in Section 678C(b) of the act.

The State of Georgia traditionally allocates funding to eligible entities based on their proportional share of funding from the previous year. The exceptions would include:

- Reduction in the funding allocated to the State by the federal program
- Changes in poverty levels for the eligible entity which would alter funding

(c). Assurance Section 676(b)(10):

Any low-income individual, community organization, or religious organization, or representative of low-income individuals (petitioner) that considers its organization, or low-income individuals, to be inadequately represented on the board of the eligible entity (Community Action Agency (CAA)) may petition for adequate representation.

Any petitioner in the service area of the CAA will get a petition from the CAA or from the Georgia Department of Human Resources (DHR), Division of Children and Family Services (DFCS), Community Based Programs Unit (CBPU) Refer to Appendix G for recommended petition form.

The petitioner will submit the petition to the CSBG manager at the address on the petition for determination of the merit of the petition.

The CSBG manager or designee will acknowledge receipt to the petitioner and inform them of a final decision within 15 business days from receipt of the petition. A copy of the decision will be provided to the petitioner, the CAA Executive Director and the Board Chair.

The CSBG manager or designee may hold a hearing of the interested parties and/or gather the facts independently. The CSBG manager or designee will notify the petitioner, the executive director and CAA's board chair of its final decision. If as a result of the hearing, an eligible entity's board is found to be inadequately represented by certain groups, the eligible entity will be required to respond within 10 business of the receipt of the decision.

The eligible entity's response must include a plan of action, with timetables, to fill the position on its board. If the position is not filled within the agreed upon timeframes, the eligible entity may have funds withheld until they are in compliance with state and federal law. When the CAA has filled the board position the CAA shall notify the CSBG manager or designee. See Appendix I for petition.

F. Reporting and Registration Requirements

In accordance with Section 1512 of the American Recovery and Reinvestment Act of 2009, Public Law 111-5, the designee of the chief executive of the State hereby agrees to the following reporting and registration requirements:

- (a) The State of Georgia will complete projects or activities which are funded under the American Recovery and Reinvestment Act of 2009 ("Recovery Act") and report on use of Recovery Act funds provided through this award. Information from these reports will be made available to the public.
- (b) The reports will be available no later than ten calendar days after each calendar quarter in which the recipient receives the assistance award funded in whole or in part by the Recovery Act.
- (c) Recipients and their first-tier recipients will maintain current registrations in the Central Contractor Registration (www.ccr.gov) at all times during which they have active federal awards funded with Recovery Act funds. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number (www.dnb.com) is one of the requirements for registration in the Central Contractor Registration.

- (d) The recipient will report the information described in section 1512 (c) using the reporting instructions and data elements that will be provided online at www.FederalReporting.gov and ensure that any information that is pre-filled is corrected or updated as needed.

a. Results Oriented Management and Accountability:

Georgia will comply with the following assurance, in '676(b)(12) of the Act: The State and all eligible entities in the State participate in the Results Oriented Management and Accountability System or another performance measure system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act.

Additionally, the State of Georgia meets this requirement through the following activities:

- (1) All eligible entities are required to submit Project Application Plan (PAP) that links all services to the National Goals/
- (2) Each PAP must include outcome measures for every service and activity. Georgia uses these measures to evaluate the performance of the eligible entities performance in meeting the National Goals.
- (3) All eligible entities currently provide quarterly reports on outcomes. Eligible entities are instructed to review the program or service when outcomes are not being met.
- (4) In September 2002, GCAA adopted a document entitled National Goals Outcomes and Measures, Effective 10/99.
- (5) In October 2002 GCAA combined the ROMA Outcomes and Measures Committee with the Technology Committee to achieve better coordination.
- (6) Georgia requires that agencies use the latest version of Easytrak if they use this system for statewide tracking and reporting system.

- (7) In April 2003, all CBPU staff received training during the implementation of Health Information Portability and Accountability Act (HIPAA).
- (8) In June 2003, the Project Application Plan was revised to include the NASCPS CSBG Information Survey and to incorporate direct measures of national goals effective FFY2004.
- (9) In June and September 2003, all eligible entities and Georgia CSBG staff participated in the Virtual Outcomes College with a specialized Georgia-focused curriculum called the Georgia ROMA Academy. Each eligible entity had an 'outcomes expert' that was responsible for training and implementation for their respective agency. GA state staff continue to provide technical assistance to eligible entities as requested.
- (10) GA continues to fund ROMA training from discretionary funds and to send state staff to these training sessions. The most recent training was held April, 2007.

2) Annual Report: Section 678E(a)(2)

The state of Georgia complies with all aspects of the required annual report. All of the mandated information has been submitted as required. The completed reports are a compilation of the following:

- NASCAP report as required by Office of Community Services. See Appendix F for copy of FFY2007 report The report includes the following:
 - Performance Objectives
 - Program Accomplishments and Activities
 - Profile of Participants Served
 - Statistical Report on CSBG Program Services
 - Education

- Health
- Housing
- Income Management
- Linkages
- Nutrition
- Economic Development
- Self Sufficiency
- Special/Innovative Programs
- Training and Technical Assistance
Provided by the state.